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Approved For Release 2002/07/31 : CIA-RDP61-00910A000100020028-8

## Office Memorandum • UNITED STATES GOVERNMENT

TO :   
25X1A9A  
FROM :

DATE: 22 March 1960

SUBJECT: Records Management Staff Accomplishments During Period  
1 October 1959 through 31 March 1960 for the Hull Committee

1. The following may be more detailed than you can use. Therefore I've listed the most significant items first should you wish to eliminate any.

a. Directed a microfilming project and conducted a records management survey for the  and ancillary bases.

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b. Records Center activity increased 38%, attributable mainly to assumption of responsibility by Center personnel to service DD/P records.

c. Relocation of vital materials from the Repository to the Records Center building released 3,000 sq. ft. of storage space and over \$20,000 worth of filing equipment.

d. Equipment surveys and the use of open shelving in lieu of cabinets released filing equipment valued at \$40,400.

e. Promoted records management through a two-day conference of Records Officers, three filing workshops, and presentations to key headquarters officials.



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